

# LOWER CONNECTICUT RIVER VALLEY REGIONAL PLANNING COMMISSION

## MINUTES OF REGULAR MEETING

October 28, 2013

### Members:

Chester: Sally Murray \*  
Clinton: Alan Kravitz \*  
Rodney Kirouac \*  
Cromwell:  
Deep River: Bruce Edgerton \* (7:15)  
Durham: Frank DeFelice \*  
Joe Pasquale  
East Haddam: Crary Brownell \*  
Lou Salicrup  
East Hampton: Mark Philhower  
Meg Wright \*  
Essex: Frank Hall \*  
Alan Kerr \*  
Haddam: Stasia DeMichele  
Raul deBrigard \*  
Killingworth: James K. O'Brien \*  
Stephanie Warren \*  
Lyme: David Tiffany  
Phyllis Ross \*  
Middlefield: Robert Johnson  
Middletown: Beth Emery \*  
Molly Salafia  
Old Lyme: Steven Ross \*  
Harold Thompson  
Old Saybrook: Dr. Cathryn Flanagan \*  
Karen Jo Marcolini \*  
Portland: Betty Jenak  
Michael Woronoff  
Westbrook: Bill Neale \*  
Marie Farrell \*

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\* Members Present

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**Others:**

Walt Adametz

**Staff Present:**

Linda Krause

Judy Snyder

Torrance Downes

Dan Bourret

**1. CALL TO ORDER**

Chairman DeFelice called the meeting to order at 7:05 p.m.

**2. ROLL CALL**

The members introduced themselves and attendance was taken.

**3. SEATING OF ALTERNATES**

Alternate Meg Wright was seated for East Hampton member Mark Philhower.

**4. AMENDMENTS TO AGENDA**

Frank DeFelice asked if there were any amendments to the agenda.

Frank Hall stated that he would like to amend the agenda to include: 1) Chairman's Report; 2) Mission Statement; and, 3) Walt Adametz, to discuss the Regional Agricultural Council.

**5. APPROVE THE AGENDA**

Upon motion of Frank Hall, seconded by Crary Brownell, it was unanimously voted to approve the agenda as amended.

These items were placed on the agenda as 6A, 6B, and 6C.

**6. PUBLIC SESSION**

Frank DeFelice asked if anyone from the public wished to speak. There was no one at this time.

#### **6A. Chairman's Report**

Frank DeFelice stated that he thought this is a good, cohesive group of knowledgeable people to work together to complete the plan. He would like to set a timetable so the members do not get discouraged and the plan can be completed in a timely manner.

#### **6B. Mission Statement**

Frank DeFelice distributed and read the draft mission statement to the RPC as follows:

"As a successor to the Connecticut River Estuary and Midstate Regional Planning Agencies, it is the mission of the Lower Connecticut River Valley Council of Governments Regional Planning Commission (RPC) to: 1) develop a comprehensive Plan of Conservation and Development for our newly combined region which protects and leverages the unique attributes of the Lower Connecticut River Valley, its associated shoreline and its seventeen member towns; 2) review and assess the inter-municipal and regional impacts of land use decisions referred to it by its member Planning or Zoning Agencies; and, 3) review and assess the impact of potential local, state or federal regulation on our region."

Linda Krause suggested an additional phrase 4) and such other tasks as the Council of Governments may delegate to the RPC. Steven Ross suggested that part of the first sentence ("As a successor to the Connecticut River Estuary and Midstate Regional Planning Agencies,) should be deleted and Beth Emery felt "it is" should be deleted and the sentence should start with "The mission ...". Other comments included the addition of 1) develop "and maintain" a comprehensive ... and to delete "newly combined" region .... Ms. Emery asked for clarification of "shoreline" which includes the Sound and the river.

It was decided that Linda Krause will revise the statement and e-mail to the members.

#### **6C. Lower CT River Valley Regional Agriculture Council**

Walt Adametz, Chairman of the Lower CT River Valley Regional Agriculture Council spoke about local agriculture. This Regional Council, the first in the state is comprised of 17 representatives, one from each town in the River COG. At this time the towns of Cromwell, Lyme, Middlefield, Middletown and Old Saybrook have not appointed a representative. Mr. Adametz discussed the many different kinds of farming and agriculture and the Council's willingness to work with individual town boards and commissions to support farming in the state. The Ag Council is sending out a letter to various town commissions and personnel to introduce themselves and explaining what they hope to accomplish. The Council will share information and educate people to the wide variety of activities that are included as farming and

agricultural. Raul deBrigard stated that a large percent of Connecticut is forest and that is considered agriculture. Alan Kravitz said that food sustainability is an important aspect of farming in the state as is aquaculture. Beth Emery stated that the definition of agriculture is in the *Connecticut State Statute*, Section 1-1q (attachment #A). Mr. Adametz stated that the Ag Council has applied for two grants, one for a website. Torrance Downes added that the agendas and minutes of the Ag Council are on the River COG website.

The Ag Council meets the 3<sup>rd</sup> Thursday of the month and everyone is welcome to attend and participate. Mr. DeFelice thanked Mr. Adametz for his presentation.

## 7. REFERRALS

- a. East Haddam: Alternative Soil-based Subdivision Regulations  
Subdivision Regulations (New Section 4.06.02)  
Zoning Regulations (Section 10.4.2, alternative soil-based subdivision review)  
Definitions related to soils

Crary Brownell asked that copies of proposals be e-mailed to the members.

Torrance Downes discussed the proposed regulation changes. East Haddam zoning and subdivision regulations now require that each new building lot be able to accommodate a “minimum rectangle”. The proposal would allow for the approval of building lots that do not meet the “minimum rectangle” but otherwise would be buildable in accordance with the regulations.

Upon motion of Alan Kravitz, seconded by Phyllis Ross, it was unanimously voted that the proposal is not significant and will not have a negative impact on the abutting municipalities.

- b. Middletown: Medical Marijuana  
Zoning Regulations (Section 61.01.58)

Torrance Downes discussed the proposed amendment to the zoning regulations regarding the sale or dispensation of medical marijuana. The proposed change would affect three zones in Middletown however, this would not have an impact within 500’ of other River COG towns, but would bring the regulations into compliance with the *Connecticut State Statutes*.

Upon motion of Alan Kravitz, seconded by Crary Brownell, it was unanimously voted that the proposal is not significant and will not have a negative impact on abutting municipalities.

**8. POCD**

- a. Visioning and Outreach (Towns, Regional Commissions/Interest Groups)
- b. Data Collection
- c. Structure and Design

Linda Krause distributed three documents: #1.- Draft Content Structure; #2.- Current Program; and #3.- Growth Management (attachments 1, 2 and 3) for the members' review.

Ms. Krause stated that the Conway School has agreed to research the feasibility of connecting and using the Valley Railroad for freight and passenger service. She also stated that the River COG has received the RPIP grant for the mapping of all town parcels. Letters have been sent to the towns explaining the mapping process and staff will be visiting each town to review GIS databases. Ms. Krause also stated that two interns are collecting data in each of the towns to be incorporated into the region database. An example of data being collected is: lists of all restaurants in each town, financial information as to how much towns charge in fees; and the amount of vacant industrial land that is available.

The members discussed various changes, additions, and deletions to the draft content structure document. Ms. Krause will revise the list of topics and this will be distributed at the next meeting.

Marie Farrell asked for a timetable from the staff. Alan Kravitz suggested that a date be set at a future meeting. Frank DeFelice stated he would propose December 2014. Ms. Krause advised that any timetable must be subject to change due to other staff commitments. Mr. DeFelice suggested a list of questions be prepared and presented to each planning and/or zoning commission for their comments prior to the meeting. Cathryn Flanagan told the members she, with the help of the town planner, had prepared and sent a letter to the Old Saybrook boards and commissions chairmen asking for their input and vision for the region (attachment #B).

**9. STAFF REPORT**

It was decided that the approval of the 2014 meeting dates will be tabled to the November meeting.

It was agreed by consensus to cancel the regularly scheduled meeting for December 23<sup>rd</sup>, 2013.

**10. NOMINATING COMMITTEE – ELECTION OF OFFICERS – JANUARY 2014**

Nominating of officers will be at the November meeting with election of officers at the January meeting. The by-laws of the River COG state that all elected positions are for a one year term.

**11. APPROVAL OF SEPTEMBER 23, 2013 MINUTES**

Frank DeFelice asked for approval of the September 23<sup>rd</sup> minutes.

Upon motion of Sally Murray, seconded by Alan Kravitz, it was unanimously voted to approve the LCRVRPC minutes of the September 23, 2013 meeting.

**12. MISCELLANEOUS**

There were no items at this time.

**13. ADJOURNMENT**

Upon motion of Sally Murray, seconded by Bill Neale, it was unanimously voted to adjourn the meeting at 9:23 p.m.

Respectfully submitted,

Judith Snyder  
Recording Secretary

## Department of Agriculture

### Definition of Agriculture

Connecticut General Statutes, Sec. 1-1 (q) Except as otherwise specifically defined, the words "agriculture" and "farming" shall include cultivation of the soil, dairying, forestry, raising or harvesting any agricultural or horticultural commodity, including the raising, shearing, feeding, caring for, training and management of livestock, including horses, bees, poultry, fur-bearing animals and wildlife, and the raising or harvesting of oysters, clams, mussels, other molluscan shellfish or fish; the operation, management, conservation, improvement or maintenance of a farm and its buildings, tools and equipment, or salvaging timber or cleared land of brush or other debris left by a storm, as an incident to such farming operations; the production or harvesting of maple syrup or maple sugar, or any agricultural commodity, including lumber, as an incident to ordinary farming operations or the harvesting of mushrooms, the hatching of poultry, or the construction, operation or maintenance of ditches, canals, reservoirs or waterways used exclusively for farming purposes; handling, planting, drying, packing, packaging, processing, freezing, grading, storing or delivering to storage or to market, or to a carrier for transportation to market, or for direct sale any agricultural or horticultural commodity as an incident to ordinary farming operations, or, in the case of fruits and vegetables, as an incident to the preparation of such fruits or vegetables for market or for direct sale. The term "farm" includes farm buildings, and accessory buildings thereto, nurseries, orchards, ranges, greenhouses, hoop houses and other temporary structures or other structures used primarily for the raising and, as an incident to ordinary farming operations, the sale of agricultural or horticultural commodities. The term "aquaculture" means the farming of the waters of the state and tidal wetlands and the production of protein food, including fish, oysters, clams, mussels and other molluscan shellfish, on leased, franchised and public underwater farm lands. Nothing herein shall restrict the power of a local zoning authority under chapter 124.

## DRAFT CONTENT STRUCTURE

### 1. Introduction

### 2. Natural Resource Conservation

- A. Demographics ( Resource)
- B. Watersheds and Water Quality
- C. Open Space and Farmland Preservation · Energy
- D. Utilities
- E. Technology
- F. Waste Management
- G. Water Resources
- H. Health (Wellness, Wastewater, Drinking Water)
- I. Emergency Management

### 3. Economic Development

- A. Demographics (Economic)
- B. Land and Resource Valuation
- C. Economic Partners
- D. Diversity
- E. Labor
- F. Eco and Destination Tourism
- G. Growth Management: Role of Town Centers and Middletown
- H. Market Analysis
- I. Visual Resources
- J. Transportation
- K. Housing
- L. Agriculture and Food Systems
- M. Education

### 4. Land Use and Zoning

- A. Demographics
- B. Existing Land Use Patterns
- C. Capacity
- D. Coastal and Waterfront Development
- E. Farmland Preservation
- F. *Housing Existing and Future Demands*

### 5. Municipal Focus Areas

### 6. Achieving the Balance: Connecting Communities

### 7. Best Management Practice

### 8. Recommendations for Implementation



## **BASIC Plan Overview: Derived from CGS SECTION 8-35a**

**At least once every ten years, each regional planning agency shall make a plan of conservation and development for its area of operation that shall be designed to promote with the greatest efficiency and economy the coordinated development of its area of operation and the general welfare and prosperity of its people that will be beneficial to the area. The RPOCD will analyze and make recommendation for the general use of the area (region) including:**

- land use
- housing
- transportation: principal highways and freeways, bridges, airports (*marine, rail, transit, pedestrian, bikes, trails?*)
- parks, playgrounds, recreational areas
- schools
- public institutions
- public utilities
- agriculture
- and such other matters as, in the opinion of the agency,

**Any regional plan so developed shall be based on studies of:**

- physical,
- social,
- economic
- governmental conditions and trends

**Such plan:**

- may encourage energy-efficient patterns of development, the use of solar and other renewable forms of energy, and energy conservation
- shall be designed to promote abatement of the pollution of the waters and air of the region.
- identify areas where it is feasible and prudent

(1) To have compact, transit accessible, pedestrian-oriented mixed use development patterns and land reuse, and;

(2) To promote such development patterns and land reuse and shall note any inconsistencies with the following growth management principles:

- (A) Redevelopment and revitalization of regional centers and areas of mixed land uses with existing or planned physical infrastructure;
  - (B) Expansion of housing opportunities and design choices to accommodate a variety of household types and needs;
  - (C) Concentration of development around transportation nodes and along major transportation corridors to support the viability of transportation options and land reuse
  - (D) conservation and restoration of the natural environment, cultural and historical resources and traditional rural lands;
  - (E) protection of environmental assets critical to public health and safety; and
  - (F) integration of planning across all levels of government to address issues on a local, regional and state-wide basis.
- The plan of each region contiguous to Long Island Sound shall be designed to reduce hypoxia, pathogens, toxic contaminants and floatable debris in Long Island Sound.

In addition, 2005 state legislation (PA 05-205) amended statutes pertaining to local, regional and state plans of conservation and development in several ways. One of the changes is to require that regional planning agencies comment on the consistency municipal plans of conservation and development have with (1) the regional plan of development, (2) the state plan of conservation and development, and (3) the plans of conservation and development of other municipalities in the area of operation of the regional planning agency. Another change is that local plans of conservation and development must "note any inconsistencies" with the "growth management principle" of "integration of planning across all levels of government to address issues on a local, regional and state-wide basis".

**CURRENT PROGRAM**

**TRANSPORTATION** *(Quarterly Report for CTDOT available on website for larger list of routine deliverables)*

- Larger Regional Transportation Projects:
  - RiverCOG Bike- Ped Plan – Formative – Regional Committee
  - Enhancement Projects – Middletown Connector Path and Old Lyme Bikeway
  - Route 9 Scenic Road Application - Finalized
  - Regional Freight Plan – Initiated Meeting with SECOG and SCRCOG for Tri Region Plan
  - Route 1 Corridor Plan – FHI contract/Project Working Group/ Data Collection/ SAC
- Workshop
  - Transit (17 Towns) Update/Create bus maps of routes
  - Willowbrook Road- Cromwell STP project development
  - Essex STP Project Development – Connector Road
  - RT 17/17A Middletown-Glastonbury CMP data collection
  - Hartford UZA certification review
  - RiverCOG Title VI Policy Draft
  - LOTICIP Review/Meetings/Draft Response
  - Transportation Asset and Pavement Management Software Research
  - CT River Boat- Bridge Project – Finalize Boat Counts/PT Staff Management

**PLANNING AND ECONOMIC DEVELOPMENT**

- RPIP – Consultant (Tighe and Bond) selected by Tech Advisory Committee/Contract signed – 100% 17 town participation
- RPC Meetings – RPOCD Structure and Outreach/ Referrals/ Data Collection/Mapping *(infrastructure, roads, open space, regional projects)/Admin*
- Municipal Outreach/Assistance: Portland Village District AICP referrals/Haddam – Higganum Center Project- Lyme POCD - Durham Housing- GIS-demographics assist-research/ Harbor Management Assist-Plans – ZEO Sub (Old Saybrook)
- Organize the Regional Agriculture Council/ New England Organic Farming Association conferences/Regional Community Garden
- 17 Town Survey of Animal Control Facilities/Resources – Create Database
- Draft Scope – Market Valuation Study
- List of tax revenue and expenditures for each of the 17 towns (1990 – 2010)
- CT River Gateway Commission (eight towns)
  - Variance Application Reviews/Special Exception Application Reviews/Preparation of agendas, minutes, insurance/Site inspections and public outreach
- River-related projects: Portland – Middletown River gauge cooperative/Participation in Portland storm water needs meeting/Participation in Middletown planning effort for Harbor Park riverfront

- National Park Service Technical Assistance Grant Application /Regional Strategic Conservation Plan for the Lower CT River and Coastal Region Land Trust Exchange.
- Haddam Quarter / Candlewood Hill Forest Neighborhood Project
- Partnered with North East State Foresters Association (NEFA) for application to the State and Private Forestry FY 2014 Northeastern Area Competitive Resource Allocation Project (USDA)
- Water Chestnut (*Trapa natans*) public outreach, control, and removal in the lower CT River
- Partner and outreach CT Land Conservation Council (CLCC), Friends of CT State Parks and Forests, Eastern CT Resource, Conservation, and Development Area (RC&D)

#### DEMHS LEAD AGENCY

- Coordinated of Hughes satellite network in various towns
- New radios into the State Police Radio Network for interoperability communications for command and control of regional assets.
- Worked with Grey Wall Software to train EMDs and others throughout the region on use of the VEOCI software. Trainings have been held in Killingworth and the New Haven area.
- Annual Update of Resource Typing, (#10) and the Region Specific Project (#14). Various MOA (custodial ownership) forms collected. FFY 2011 (EPPI Participation forms) completed.
- Budget creation and application for FFY 2010 Supplemental and FFY 2013 were completed.
- FFY 2012 MOAs to the 30 towns in August, and to date 19/30 have been submitted to RiverCOG.

#### NATURAL HAZARDS MITIGATION PLANNING

- Continued to create and draft stand-alone Natural Hazard Mitigation Plans for nine towns
- Worked with DEEP and FEMA to make changes to the draft Multi-Jurisdiction Natural Hazard Mitigation Plan for eight towns. The Plan was reviewed by DEEP and was in need of more information and several edits. Plan and was submitted to FEMA Region 1 (as requested) for review. Feedback has not yet been received.

#### WASTE MANAGEMENT

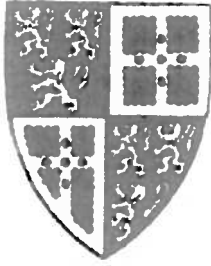
- Annual budget to the COG/HHW Ground Maintenance/ Recruit volunteers for the events/ HHW collection oversight/Prepare a household count for the towns and for Clean Harbors/List of transfer stations for the 17 towns represented along with what items they accept, types of documentation needed to gain access to the transfer station, hours, location, and contact information for new website
- Organize the Regional Paper Shredding events /Organize the portable recycling bins for the region
- Organize the Quarterly Transfer Station meetings/ Solid Waste Advisory Council/ New England Recycling Council/Connecticut Product Stewardship Council (paint& mattresses) Meetings



## GROWTH MANAGEMENT - DATA COLLECTION

### DATA SOURCES

- I. **Economic Analysis and Value of Non Market Resources (POCD Study) – 2013- 2014**
  - II. **Economic Analysis of Regional Markets (RPIP and Route 1 Studies)- 2014**
  - III. **Parcel Data and CAMA Analysis (RPIP) 2015**
  - IV. **Historical Inventory of Vacancy Rates – Commercial - Industrial(RPIP) 2014**
  - V. **Inventory of Small Business/Home Based/ Agriculture (RPIP & Ag Council )-2014-2015**
  - VI. **Land Use Analysis of Region (POCD Analysis) (2014-2015)**
  - VII. **Transportation Data (Regional Transportation Plan)**
  - VIII. **Regional Demographics (POCD Analysis) 2014**
  - IX. **Tri- Region Freight Plan (Transportation PL) 2014- 2015 – SECOG and SCRCOG**
  - X. **Regional Inventory of Municipal Initiatives (Vision and Projects underway)**
  - XI. **Employment Opportunities: connection to employment areas and sector analysis (RPIP)**
  - XII. **Inventory of Regional Experiential Opportunities for Resident and Tourist (2014 – 2015)**
    - A. Trail Systems
    - B. Major Events
    - C. Tourism Attractions
    - D. Marinas and Boating
    - E. Entertainment (Music Venues, Theater)
    - F. Agricultural
    - G. Country Fairs
    - H. Biking
    - I. Kayaks
    - J. Fishing
    - K. Canoes
    - L. Hiking
    - M. Birding
    - N. Holidays Events
    - O. Camping
    - P. Spas
    - Q. Antiques
    - R. Historical Sites
- Supporting Resources for Regional Experiential Opportunities**
- A. Accommodations (Type, Location, Rooms, Rating, Amenities)
  - B. Food and Drink (Type, Meals Served (B,L,D,) – Bakeries, Coffee Shops, Restaurants, etc)
  - C. Transportation Network – Existing Conditions and Future Projects (Hike, Bike, Ped, Transit, Congestion, Road and Bridge Design)
  - D. Equipment and Support Businesses
  - E. Historical Societies (information once for visitors to make visit interesting)
  - F. Chambers of Commerce Resources
- XIII. **Mapping of Data (RPIP – RPOCD – AGRICULTURE- TRANSPORTATION(2014**
    - A. Apps
    - B. Website
    - C. Visitor's Center (accommodations referral, maps, go cars, transit, general info)
  - XIV. **Business Development / Small Business Center /Chambers of Commerce (RPIP) 2014 – 2015)**



**TOWN OF OLD SAYBROOK  
Planning Commission**

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*Janis L. Esty, Chairman  
Robert D. Missel, Vice Chairman  
Cathryn M. Flanagan, Secretary*

*Donald J. Ranaudo  
David M. Shearer*

*Alternate Members  
Kathleen A. Sugland  
Kenneth W.A. Soudun  
Michael K. Urban*

**INTRAMUNICIPAL MEMORANDUM**

Date: September 3, 2013  
To: Chairmen, Old Saybrook Boards & Commissions  
From: Cathryn M. Flanagan, Secretary  
Subject: **Reg'l Plan of Conservation & Development: Reg'l Visions, Concerns, Questions**

As you may know, the Connecticut River Estuary Regional Planning Agency (formerly "CRERPA") and the Midstate Regional Planning Agency (formerly "Midstate") have merged to become the Lower Connecticut River Council of Government ("RiverCOG"). RiverCOG's comprehensive planning function is handled by its Regional Planning Commission (the "RPC") in these capacities:

- Regional Plan of Conservation & Development,
- ✱ Review of intermunicipal impacts of development, and
- ☞ Review of revisions to local land use regulations.

With this restructuring, the RPC wants to re-affirm its relationship with its member communities, especially its role in coordinating the planning needs of the communities it serves via the Regional Plan of Conservation & Development.

In a nutshell, we'd like to know your current state of mind. *What is your vision for the region? What are your concerns? What would you like to know more about?* At your next meeting, kindly include an agenda item to discuss this matter with your members. I've enclosed a preliminary list the RPC has compiled itself to get started its process of updating the Regional Plan. Respond in whatever format best suits you.

Feel free to email me at [drcflanagan@sbcglobal.net](mailto:drcflanagan@sbcglobal.net) if you have any questions or simply send your response along. Christine Nelson, Town Planner, is also available at Town Hall: [cnelson@town.oldsaybrook.ct.us](mailto:cnelson@town.oldsaybrook.ct.us).

Thank you in advance for your participation – *your voice is important!*

Sincerely,

Cathryn Flanagan, Secretary  
Representative to RiverCOG's RPC

**Copy to:** Carl P. Fortuna, Jr., First Selectman

RiverCOG Regional Plan of Conservation and Development  
Old Saybrook Conservation Commission

Functional Elements:

- Continue / Expand Hazardous Waste Collection
- Strengthen Intermunicipal Aquifer Protection / Management
- Regional Agricultural Support / Development (Old Saybrook as a consumer for CSAs throughout the region)

Geographic Elements:

- Maintain / Expand Regional Bikeways / Trailways / Greenways
- Regional Hazard Mitigation Planning, including pet shelters

Data Collection:

- The Conservation Commission has a volunteer outreach group called Sustainable Saybrook. Sustainable Saybrook recently ran a survey seeking input from the community on various topics. The survey can be viewed at: [www.surveymonkey.com/s/sustainablesaybrook](http://www.surveymonkey.com/s/sustainablesaybrook). It will be up for at least another week if you would like to take a look. Sustainable Saybrook can provide data for specific questions at your request.

Ideas:

- Sustainable Saybrook organized a town wide Green Up Day, which we would like to expand with neighboring towns.
- We would like to consider Energy Conservation as an element of the RiverCog's Conservation Planning.